

**SUPERVISORY  
TRAFFIC MANAGEMENT  
SPECIALIST  
GS-2130-09**

**DISTRIBUTION**

## INTRODUCTION

This position is located in the Facilities Mgmt/Airfield Support, Facilities Mgmt Division Branch, NAS Lemoore, California. The incumbent serves as the Supervisory Transportation Agent for the NAS Lemoore Transportation Officer and provides technical traffic management for inbound and outbound services in the transportation systems for movement of government freight by all modes of transportation, (commercial and military) to worldwide destinations. Also supervises the distribution function.

## MAJOR DUTIES AND RESPONSIBILITIES

Incumbent plans and directs the freight transportation and traffic management functions for NAS Lemoore. Responsible for administering DoD freight programs for the Kings, Tulare and Fresno County area. Serves as the technical advisor for command elements located in the tri-county area on transportation policy, acting as a liaison between commercial carriers and the government in providing traffic management data encompassing procurement of carrier services and provides guidance in the correct determination, selection and application of appropriate transportation account codes (TAC). Is the System Administrator for the Conus Freight Management system (CFM). 65%

Conducts transportation cost studies; coordinates to ensure financial obligations are recorded for transportation charges. Provides advice for and review station transportation budget.

Coordinates the utilization of DoD worldwide programs, procedures, reports, standards and criteria governing the acquisition of services required to move and handle DoD inbound and outbound freight utilizing the automated Conus Freight Management system (CFM). Makes recommendations to shipper service agencies regarding commercial carrier service violations and disqualifications. Supervises the inbound claims and shipment discrepancy reporting programs, oversee the preparation of Direct Turnover (DTO), Reports of Discrepancy (RoD) and Transportation Discrepancy Reports (TDR).

Represents the command at seminars and formal meetings with representatives of MTMC, SPCC, NAVTRANS, TRANSCOM and DoD. Holds meetings with carrier industries to resolve transportation problems.

Ensures hazardous shipments comply with federal, state and local directives regarding packing, marking, labeling and certification prior to shipment. Required to attend a hazardous material certification course in order to perform this function and must be recertified every 2 years thereafter.

Incumbent is the Traffic Management Supervisor who plans work to be accomplished by subordinates, determines priorities and assigns work based on priorities; evaluates the manner in which current services are provided, analyzes the need for additional and/or reduction in services and recommends ways or methods the Traffic Management program can further the mission of the organization as a whole; provides advice, counsel or guidance to assure proper accomplishment of assigned tasks. Prepares written performance standards, appraises work being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, conducts required training and evaluates effectiveness of training. Trains personnel and operates a variety of personal computers to produce a wide variety of reports, statistical charts and records. 35%

Promotes participation of employees in programs such as Beneficial Suggestions and cost reduction. Interviews candidates for vacant positions. Makes recommendations for selection, promotion, detail and/or reassignment. Signs time and labor cards, approves/disapproves leave and initiates new, revised or amended position descriptions as necessary to assure currency and accuracy. Counsels employees, adjusts informal complaints and grievances through discussion with employees and union representatives, initiates disciplinary action as needed. Ensures that employees observe regulations and rules on housekeeping, conduct and safety.

## FACTORS

### KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of Interstate Commerce Laws, California Public Utilities Commission Laws, Federal and Commercial Traffic Management Regulations and practices in order to effectively manage worldwide DoD freight traffic programs.

Knowledge of CFM, NAVADS, NALCOMIS systems for processing DoD freight shipments, commercial air releasing authority, ship/squadron locations, shipment status and shipment tracing.

Knowledge of all applicable international DoT and military regulations governing the transportation of hazardous material coding systems, classification and storage, classified material and FMS shipments.

Knowledge of service tenders, tariffs, transportation facilities, equipment, laws and regulations governing the processing and resolution of DTO RODS or TDRs for loss, damage and shortages of DoD freight.

Ability to make effective presentations, both orally and in writing, that are clear, comprehensive and well-reasoned, using a high degree of traffic management knowledge and skills along with administrative abilities.

Knowledge of the existence of environmental laws which DoD freight transportation operations are regulated and the legal and monetary penalties for noncompliance with the established standards.

Knowledge of supervisory practices and principles.

### SUPERVISORY CONTROLS

Immediate supervisor is the Airfield Support Division Manager, who provides general overall guidance on policy. Incumbent works on own assigned area of responsibility and is expected to complete work independently. Incumbent operates on own initiative in carrying out the functions of the position; determines the approach to be taken and the methodology to be used. The incumbent keeps the division manager informed of the progress, potentially controversial matters, or far-reaching implications. Results of the work are considered as technically authoritative and are normally accepted without change.

## GUIDELINES

Written guides include directives and policies published by NAVSUP, OPNAV, NAVCOMPT, NAVTRANS, TRANSCOM, DoD, DoT, MTMC, carriers, Interstate Commerce Laws, Navy, Marine Corps, Army and Air Force Terminal Facilities Guides (TFG), UDAPS, Title 49 Code of Federal Regulations (CFR), IATA Dangerous Goods Regulation, National Motor Freight Classification (NMFC), Post Office Regulations, Fire Protection Guide, AFJMAN 24-205. Incumbent uses independent judgement interpreting and adapting guidelines to operation procedures.

## COMPLEXITY

Involves a vast array of functions and processes that are complex and require innovative thinking, novel solutions, exceptional ingenuity and seasoned judgement. Analyzes, develops and/or modifies procedures and techniques or devises problem resolutions to accommodate changes in mission and goals.

## SCOPE AND EFFECT

Solutions and procedures analyzed and developed have pronounced effect on a wide range of processes at NAS Lemoore. Decisions are vital and impact operational readiness of squadrons, tenant commands and commercial agencies operating in the Pacific theater and worldwide destinations.

## PERSONAL CONTACTS

Initiate and maintain effective personal contacts and relationships with representatives of MTMC, NAVSUP, NAVTRANS, SPCC, SIMA, DoD, DoT, GSA, DLA, carriers, federal/state inspectors, fleet commanders and NAS Lemoore tri-county commands.

## PURPOSE OF CONTACTS

To consult with, influence, motivate, recommend and provide advisory service to various individuals/groups relative to traffic management programs; coordinate on interpretation and changes needed to implement externally tasked procedures locally; submit views and recommendations on Level-II air station logistics support and transportation procedures, gaining agreement with recommendations or achieve a compromise/alternative.

## PHYSICAL DEMANDS

Primarily sedentary, occasionally some vehicle inspections are required because of improper loading of freight physical effort will generally be limited to lifting light items (less than 10 pounds) within the office space.

## WORK ENVIRONMENT

Primarily office setting occasionally enters warehouse to inspect packaging procedures of hazardous materials.

Secret clearance is required.